



Federal Aviation Administration

Memorandum

Date: June 2, 2006

From: Carolyn Blum, Regional Administrator, ASO-1

To: Regional Management Team

Acting Area Director, Eastern En Route & Oceanic Operations

Acting Area Director, Eastern Terminal Operations

Area Director, Eastern Technical Operations

Eastern Service Center Manager

All Field Office and Facilities, Southern Region

Subject: Hurricane and Emergency Preparedness

The 2006 hurricane season began June 1 and will continue through November 30. Dr. William Gray of Colorado State University has forecast that this will be another active season. Dr. Gray predicts 17 named storms and 9 hurricanes, 5 of which may be severe. To ensure the preparedness of all FAA personnel in areas that may be affected, I request that all of your personnel receive a briefing on personal emergency preparedness. Encourage your employees to establish a personal emergency plan for themselves and their families. Even though we are addressing hurricanes, these plans should take into account other types of disasters to which we in the Southern Region are exposed, such as earthquakes, wildfires, floods, and tornadoes. Information has been compiled which can assist you and your employees in evaluating personal readiness levels. This information is available on the Southern Region website at <http://www.faa.gov/aso/index.htm>. There are other sites that also provide information that is beneficial, such as the following FEMA and NOAA sites: <http://www.fema.gov>; <http://www.nhc.noaa.gov/HAW2/english/intro.shtml>; and <http://www.nhc.noaa.gov/>.

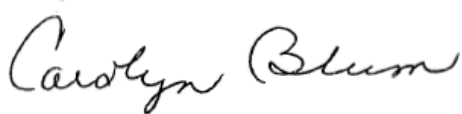
Please remind your employees:

- Although we try to minimize the difficult times our employees and families must endure, there is a limit to the support we, in FAA, can provide. Everyone is encouraged to make as many necessary preparations as possible to ensure that they and their families can be self-sufficient for a minimum of 72 hours following a hurricane or other disastrous event.

- In advance of an emergency, they should contact their local civil defense and/or emergency preparedness offices to determine what resources can be provided and where they will be located. They should identify the location of designated public shelters.
- Determine which radio and television stations would be most appropriate to monitor for valuable information, both before and after a hurricane or disaster.
- Do not forget their pets. Plans for providing for pets should be addressed since many shelters do not accept pets.
- Above all, encourage your employees to support each other and include in their plans, a “buddy” system for checking on other FAA personnel, and checking on you and your family.

Although we can never fully predict the total impact of a disaster, we must encourage our employees to examine their options and make plans immediately. Advance preparations are vital.

As you know, the FAA has an important mission following a disastrous occurrence. It is critical that the National Airspace System and major airports become operational as soon as possible to support military and civil relief flights delivering essential supplies and resources. Thanks to the hard work of many, the FAA has an excellent reputation in helping to achieve this vital goal. For that, I commend all of our FAA employees who have suffered through disaster and continued to perform their assigned duties.

A handwritten signature in cursive script that reads "Carolyn Blum".

Carolyn Blum

Attachment (1)

[Disaster Preparation Information Document](#)

Disaster Preparation Information

As an FAA employee, what should I do to prepare and what assistance can I expect from the agency in the aftermath of a disaster?

Prepare Ahead of Time!

Although we, in the FAA, try to minimize the difficult times that our employees and families must endure, we are limited in the support that we can provide. You are encouraged to make all of the necessary preparations to ensure that you and your family can be self sufficient for a minimum of 72 hours following a disastrous hurricane or other disastrous event.

- Speak with your local civil defense and/or emergency preparedness offices to determine what resources that they may provide and where they will be located.
- Locate designated emergency shelters that have been designed to withstand hurricane force storms. Identify the location of these shelters and include this information in your annual hurricane preparation checklist.
- Support one another and include in your plans a "buddy" system for contacting other FAA personnel and their families after the storm.
- Take the time now to store emergency food, water, and medical supplies including an adequate supply of prescription medication.
- Acquire a generator for your home, if you determine it is needed.
- Ensure that you have appropriate and adequate insurance coverage for personal property and effects.
- Read the literature developed for the American Red Cross and FEMA for disaster planning and begin your preparation.

Survival and quick recovery from disaster, for you and your dependents, relies on your pre-planning. Information, providing guidance for disaster preparedness, has been gathered by the American Red Cross and the Federal Emergency Management Agency (FEMA). Copies of this information is being furnished to your facility to assist you in making preparations before an emergency exists. For additional information please check the Southern Region Human Resource Management Division web site at www.faa.gov/region/aso/hrmd.

Continuation of Pay

In the instance where a hurricane or any natural disaster occurs, action will be taken to assure that employees receive salary and benefit payments necessary to sustain them during the emergency period. If normal mail service is interrupted, electronic fund transfers are impacted or financial institutions are closed due to power outages and road

closures, alternative payment methods will be used to assure timely receipt of salary and benefit payments.

Advances of Pay

Personnel Reform Information Bulletin (PRIB) #35 established the authority to make advances of pay to employees under the following emergencies:

- The employee's official duty station is located in a Presidentially declared disaster area and the employee does not evacuate from his/her official station; or
- The employee's official duty station is located in an area which is affected by a natural disaster or other emergency, the employee does not evacuate from the official duty station, and the Administrator issues a statement authorizing the advancement of pay based on the natural disaster or other emergency.

The advancement of pay may not exceed the amount of basic pay the employee would receive over two pay periods. The employee must sign a written agreement (DOT Form 2730.4 Request/Voucher for Advance Salary Payment) to repay the advance payment and repayment must be made within 13 pay periods.

Relocation and Subsistence Pay

Relocation, Temporary Quarters, and Subsistence Pay can only be authorized under a mandatory order of evacuation issued by state or local authorities (Public Law 87-304). Evacuations from, or within, the United States including the District of Columbia, Puerto Rico, and any territory or possession of the United States (excluding the Trust Territory of the Pacific Islands) are covered during a national emergency. In the absence of an official, mandatory evacuation order by state or local authorities, FAA has no authority to offer relocation, temporary quarters, or subsistence pay.

Employees required to evacuate may be authorized subsistence expenses for the relocated employee and/or dependent (FAA Order 1900.36B,.77,b.) The per diem rate will be determined by the official in charge of the facility and shall be in an amount necessary to meet living expenses.

Areas where FAA provides government housing may be covered by special provisions for relocation, temporary quarters, and subsistence pay. The Southern Region FAA provides housing for employees located in St. Thomas and St. Croix in the U.S. Virgin Islands.

Sheltering

FAA facilities, with the exception of St Thomas, U.S. Virgin Islands, are not designed and constructed to be shelters. Emergency provisions are not maintained at FAA facilities. Employees are encouraged to locate designated emergency shelters that have

been designed to withstand hurricane force storms. Identify the location of these shelters and include this information in your annual hurricane preparation checklist.

Leave

The head of an agency, with facilities located in a Presidentially declared disaster area may be authorized by the President of the United States to use discretion to excuse from duty, without charge to leave or loss of pay, any employee who is prevented from reporting to work or faced with personal emergency because of the disaster and who can be spared from his or her usual responsibilities.

Employee Assistance Program

Assistance is available to employees and their dependents upon request. The Employee Assistance Program (EAP) provides prepaid, confidential counseling for stress-related problems. To speak to an EAP counselor or make an appointment, call 1-800-234-1327. EAP counseling is also available for:

- Parenting Concerns
- Child and Elder Care Issues
- Emotional Problems
- Other Personal Problems
- Stress-Related Problems
- Conflict at Work or Home
- Family and Relationship Issues

Authorized Disaster Relief Supplies / Use of Appropriated Funds

Federal law precludes the procurement of relief supplies with FAA appropriated funds. Relief supplies, purchased with appropriated funds, are authorized ONLY in support of the restoration of NAS and for those employees, in a duty status, performing activities associated with the restoration of the NAS. Personal relief supplies available through private donations are limited. Appropriated funds CANNOT be used to procure expendable items for personal use like water, medical supplies, generators, ice, etc. It is imperative that you make all of the necessary preparations to ensure that you and your family can be self sufficient for a minimum of 72 hours following a disastrous hurricane.